

DEPARTMENT OF THE NAVY

OFFICE OF LEGISLATIVE AFFAIRS 1900 NAVY PENTAGON WASHINGTON DC 20350-1300

IN REPLY REPER TO

LA-2:skl January 23, 2001

MEMORANDUM FOR INTERESTED MEMBERS OF CONGRESS

OMB CIRCULAR A-76 COMMERCIAL ACTIVITY STUDIES Subj:

A-76 Commercial Activity Studies

(1) Announcement of Navy's Intent to Conduct OMB Circular Encl:

- (2) Department of the Navy Commercial Activity Studies
- (3) Department of the Navy Competitive Sourcing Program
- Appreciating your interest in the current plans, programs and policies of the Department of the Navy, please be advised that the Navy, in accordance with paragraph (b)(1) of 10 U.S.C. § 2461, intends to study a number of commercial activities across its entire shore infrastructure for possible competitive sourcing. Enclosure (1) is Navy's announcement to members of Congress. Enclosure (2) identifies the commercial activities, by state, where studies will be conducted. Enclosure (3) explains the competitive sourcing process.
- 2. All studies will be performed under the procedures in OMB Circular A-76, using cost estimates based on the most efficient and cost effective organization for in-house performance of the identified functions.
- The Office of Legislative Affairs' point of contact is Mr. Joel A. Weger, at (703) 697-6196.

Sincerely,

P. W. DUNNE

Captain, U.S. Navy

Deputy Chief of Legislative

Affairs

THE UNDER SECRETARY OF THE NAVY WASHINGTON, D.C. 20350-1000

22 January 2001

T-834 P.002

The Honorable Richard B. Cheney President of the Senate Washington, DC 20510

Dear Mr. President:

The purpose of this letter is to notify you of our decision to study certain functions performed by military and civilian personnel in the Department of the Navy for possible performance by private contractors.

As the Department seeks ways to improve efficiency and effectiveness, reduce the overall cost of operations and improve business processes, we are fully exploring opportunities for competition initiatives. In accordance with 10 U.S.C. Section 2461, the Secretary of Defense is to notify Congress of any decision to study commercial or industrial type functions performed by 50 or more civilian employees for possible outsourcing and to provide an estimate of the costs and length of each study. To provide you with a more comprehensive overview of our most recent competition initiatives, we are enclosing a list detailing functions both above and below 10 U.S.C. Section 2461 reporting threshold. These initiatives to study the performance of the commercial or industrial type functions by persons who are not civilian employees of the Department of Defense are not the result of constraints or limitations in terms of man years, end strengths, full-time equivalent positions or maximum number of employees. Please note that to ensure we obtain economies of scale, most of the smaller numbers of functions will be consolidated into larger regional or base-wide cost comparisons.

Where required, studies will be performed under the procedures set forth in Office of Management and Budget (OME) Circular A-76. The military billets listed in the enclosure have been identified for substitution by civilian workers. The A-76 studies in each case will determine whether the function will be contracted out or performed by civilian employees of the Department of the Navy. The Department's estimated cost to study each full-time equivalent position is \$2,000, and the estimated study time for single function studies is 12-18 months and 24-36 months for multifunction studies. The Budgetary Line Item (4A1M - Administration) will be used to cover the cost of the analysis for these studies in FY2001.

Conversion to commercial contracts will occur only if the cost comparison process reveals that contracting is the most cost effective method of performing the function. We will notify you by separate correspondence if the competition results in a decision to convert to contract performance.

A similar letter has been sent to the Speaker of the House of Representatives. As always, if I can be of further assistance, please let me know.

Sincerely,

Robert B. Pirie Jr.

Enclosure:

1. Competitive Sourcing Announcement

Copy to:
The Honorable John Warner
Chairman, Committee on Armed Services

The Honorable Carl Levin Ranking Minority Member, Committee on Armed Services

The Honorable Ted Stevens Chairman, Subcommittee on Defense, Committee on Appropriations

The Honorable Daniel K. Inouye Ranking Minority Member, Subcommittee on Defense, Committee on Appropriations

Jan-91-01 08:2

THE UNDER SECRETARY OF THE NAVY WASHINGTON, D.C. 20350-1000

22 January 2001

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The Honorable Jerry Lewis Chairman, Subcommittee on Defense, Committee on Appropriations

The Honorable John P. Murtha Ranking Minority Member, Subcommittee on Defense, Committee on Appropriations

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ANNOUNCEMENT #1

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ACTIVITY NAME	GUAM	CUSTODIAL SERVICE	0	15	15
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DON COMPETITIVE SOURCING PROGRAM

THE COST COMPARISON PROCESS

OMB Circular A-76 dictates use of a structured cost comparison process to determine the most efficient and cost effective way to perform any function undergoing review.

The A-76 process consists of the development of three main items:

- 1. A Performance Work Statement (PWS) and a Quality Assurance Plan detailing the performance requirements associated with the function. The PWS forms the basis for a solicitation of offers from the private sector;
- 2. A Most Efficient Organization (MEO) which identifies the most efficient way for government employees to perform the function. The MEO typically incorporates improvements over the existing methods of performance; and,
- 3. A cost estimate, which develops the cost of the MEO, and the ancillary costs of a conversion to contract. The cost estimate is reviewed by an Independent Review Officer (IRO) for adherence to A-76 procedures. After any appropriate adjustments are made, the cost estimate is sealed and submitted to the contracting officer for use in the cost comparison.

Per Navy policy, management solicits the active participation of the affected employees in the development of the PWS and MEO.

The cognizant Navy contracting officer issues a request for proposal (RFP) from private firms that may be interested in performing the functions identified. The contracting officer selects the most advantageous private sector offer and then compares its costs, including conversion costs and the costs associated with contract administration, with the government's cost estimate. If the total cost of contracting reflects a ten percent or greater savings than the government estimate, the function is tentatively designated for conversion to contract. If not, the MEO is tentatively designated to retain the function.

In either case, a final decision is not made until all interested parties have been offered opportunities to review and appeal the results of the cost comparison. All appeals are reviewed by an independent appeals officer, who then makes adjustments as appropriate, and announces the final decision.